

North Dakota Department of Health
General Requirements for Placement of Residents in an Unlicensed Temporary Shelter

The following are general requirements that must be met for placement of residents in an unlicensed and/or uncertified temporary shelter location. If there are any of the requirements that your facility would have difficulty meeting, please contact the North Dakota Department of Health, Department Operations Center at 701.328.1326.

Continuity of Essential Building Systems

1. There must be power to support the areas necessary for operations, including heating, and ventilation; water heaters; adequate lighting; and to maintain systems including adequate electrical receptacles.
2. Entrances, exits and corridors must be maintained free and clear for emergency exit and emergency access.
3. There must be hot and cold running water available to meet the needs of residents and staff.
4. There must be available a drinkable water supply necessary to meet the needs of residents and staff.
5. There must be an adequate supply of food available to meet the needs of the residents.
6. Resident space must be sufficient to provide for privacy and have a minimum clearance of three feet between beds/cots, unless located by a wall.
7. Fire protection systems must be functional and maintained, including fire alarms and a method for extinguishing fires.
8. The facility must ensure phone system is operational in case of emergency.
9. A bed/cot must be available for every resident accepted.
10. Consideration must be given to having at least one toilet and one hand washing facility for every eight patients or residents.
11. A patient call system must be available for all residents/ patients admitted to the facility.
12. Security must be sufficient to protect residents, staff, and facility resources and property.
13. The building must be smoke-free

Staff Management

14. Preparations must be made to alert and manage staff, in addition to housing, food, and transportation considerations.
15. The facility must have a process in place for identification of staff members, volunteers, residents and their family members.
16. There must be adequate staffing available to meet the acuity and care needs of the residents.

Patient Management

17. The sending facility is responsible to ensure the health care and safety needs to their residents are met.
18. The facility must coordinate the care of the residents with the administrative staff, medical staff, and nursing staff.

19. There must be a resident assessment and charting system in place, including resident records, tracking, and discharge planning. The facility must clearly indicate in the resident medical record that the placement was made to respond to the emergency, or if a residents' length of stay was extended to meet the demands of the emergency.
20. Pharmaceuticals and medical supplies must be available to meet the needs of the patients/residents consistent with the physicians' plan of care for the resident or patient.
21. The facility must have access to an adequate linen supply to meet the residents' needs.
22. The facility must have appropriate infection control procedures, including the handling and disposal of bio-hazardous waste, in place.

Implementation Process

23. A facility to place residents in a temporary shelter in an unlicensed facility shall contact the North Dakota Department of Health Operations Center at 701.328.1326.
24. During the call, the facility should be prepared to:
 - a. Attest to their ability to meet the above requirements;
 - b. Outline the maximum number and acuity of residents that could be temporarily placed in the unlicensed and/or certified facility;
 - c. Not exceed the number of residents approved by the department; and
25. Must notify the department when the facility's residents have been moved to another location or have returned to their sending facility. If you do not have access to the Health Care Standards systems, please contact the Department of Health Operations Center with your information at 701.328.1326.

3-15-2010